

Medical Assistant Health Requirements Checklist

All MATC Health Science students are required to complete and upload health requirements prior to petitioning for courses which contain a clinical component. MATC School of Health Sciences has partnered with CertifiedBackground.com to provide health record tracking for all MATC Health Sciences students. The cost of the health record tracking (\$35) is the responsibility of the student.

Use the steps below to complete the CertifiedBackground (CB) electronic health record tracking process.

1. Visit CertifiedBackground.com website: www.certifiedbackground.com
2. Click on Student
3. Enter the **package code MF34im** (package code is specific to the Medical Assistant program)
4. Follow the directions to setup your CB account

* The cost of the health examination and immunizations are your responsibility. You may be able to obtain health care services at your local Health Department or you may call 1-866-211-3380 for a list of clinics in your area.

* If a student is accepted into core technical courses via petitioning, he or she will receive instructions for completing a mandatory drug test. The cost for the drug test is an additional \$34 per a test.

TO DO:

- Acknowledgment of Essential Functions-Functional Abilities Form**
- Health Certification Requirements**
 - 1) **Certification of student's good health by a physician, physicians assistant or nurse practitioner.**
 - 2) **Immunizations**
 - a) MMR immunizations shots **1 and 2** **OR**
 - b) Rubella **AND** Rubeola titer (Lab results must be attached)
AND
 - c) Chicken pox - Proof of having had chicken pox or chicken pox immunization per authorized medical signatures **OR** Varicella titer (Lab results must be attached)
- 3) **TB skin test, Step 1 and Step 2**
(2 negative TB skin tests within 30 days of each other)
 - a) Chest x-ray, only if TB skin test was positive
 - b) Quantiferon TB Gold blood test option
- 4) **Tetanus Shot**
- 5) **Hepatitis B Release Form** - Signed and verifying Hepatitis B status
- 6) **CPR** – American Heart Association, Healthcare Provider (upload a copy of the card)
- 7) **Health Sciences Handbook Acknowledgment Form**
- 8) **Clinical/Field Placement Liability Release Form**
- 9) **First Aid Certification** – (upload a copy of the card)

MILWAUKEE AREA TECHNICAL COLLEGE
School of Health Sciences
Essential Functions
for the
Medical Assistant Program

The Americans with Disabilities Act (ADA) prohibits discrimination of persons with disabilities. In keeping with this law, MATC makes every effort to insure quality education for all students. It is our obligation to inform students of the essential functions necessary for this program and occupation.

Students requiring accommodation and/or special services to meet the essential functions of the program should contact the MATC Student Accommodation Services at any MATC campus.

The following physical, cognitive and environmental performance standards are encountered by students in this program.

ESSENTIAL FUNCTIONS

	Never	Sometimes 1-30%	Frequently 31-75%	Always 76-100%	Frequently is per: Day	Job Essential	
						Yes	No
SPEECH							
Speak English with Clarity				X		X	
Communicate in English with Clarity				X		X	
HEARING							
Conversation				X		X	
Telephone				X		X	
SIGHT							
Natural or Corrected Without Assistance				X		X	
Depth Perception				X		X	
Color Vision				X		X	
MOBILITY using <u>each</u> extremity (right <u>and</u> left) as applicable							
Lift, Push or Pull 50 lbs.		X				X	
Shoulder				X		X	
Arm				X		X	

MILWAUKEE AREA TECHNICAL COLLEGE
School of Health Sciences
Essential Functions
for the
Medical Assistant Program

	Never	Sometimes 1-30%	Frequently 31-75%	Always 76-100%	Frequently is per: Day	Job Essential	
						Yes	No
Neck				X		X	
Standing				X		X	
Move about Facility				X		X	
Bending			X			X	
Crawling		X					X
Kneeling		X					X
Twisting Body				X		X	
Running		X					X
Walking				X		X	
Climbing							
Stairs		X					X
Other (ladder)		X				X	
REACHING using each extremity (right <u>and</u> left) as applicable							
Overhead				X		X	
In Front of Body				X		X	
Down				X		X	
GRASPING							
Overhead				X		X	
In Front of Body				X		X	
Down				X		X	
SITTING			X			X	
SMELLING			X			X	
TASTING							X
FINE MOTOR CONTROL (working with small objects and using each hand (right <u>and</u> left).							
Hands				X		X	
Fingers/Tactile Sense (the				X		X	

MILWAUKEE AREA TECHNICAL COLLEGE
School of Health Sciences
Essential Functions
for the
Medical Assistant Program

	Never	Sometimes 1-30%	Frequently 31-75%	Always 76-100%	Frequently is per: Day	Job Essential	
						Yes	No
ability to feel when touching)							
Wrist				X		X	
COORDINATION							
Eye/Hand with both hands/arms				X		X	
Eye/Hand/Foot with both hands/arms/feet				X		X	
ALLERGIES/ SENSITIVITIES							
Tolerance to Latex		X					
COGNITIVE/MENTAL FACTORS							
REASONING							
Deal with abstract and concrete variables, define problems, collect data, establish facts, and draw valid conclusions						X	
Interpret instructions furnished in oral, written, diagrammatic, or schedule form						X	
Deal with problems from standard situations						X	
Carry out detailed but uninvolved written or oral instructions						X	
Carry out one or two step instructions						X	
MATHEMATICS							
Complex skills - Business math, algebra, geometry or statistics							X

MILWAUKEE AREA TECHNICAL COLLEGE
School of Health Sciences
Essential Functions
for the
Medical Assistant Program

	Never	Sometimes 1-30%	Frequently 31-75%	Always 76-100%	Frequently is per: Day	Job Essential	
						Yes	No
Simple skills - add, subtract, multiply and divide whole numbers and fractions, calculate time and simple measurements						X	
READING (All apply in English)							
Complex skills - Comprehend medical records, manuals, journals, instructions in use and maintenance of equipment, safety rules and procedures and drawings						X	
Simple skills - Comprehend simple instructions or notations from a log book						X	
Ability to read data on paper and then input it on a computer screen						X	
WRITING (All apply in English)							
Complex skills - Prepare medical documentation, report summaries using prescribed format and conforming to all rules of punctuation, spelling, grammar, diction and style						X	
Simple skills - English sentences containing subject, verb and object; names and addresses, complete job application or notations in a log book						X	

MILWAUKEE AREA TECHNICAL COLLEGE
School of Health Sciences
Essential Functions
for the
Medical Assistant Program

	Never	Sometimes 1-30%	Frequently 31-75%	Always 76-100%	Frequently is per: Day	Job Essential	
						Yes	No
PERCEPTION							
Spatial - ability to comprehend forms in space and understand relationships of plane and solid objects; frequently described as the ability to "visualize" objects of two or three dimensions, or to think visually of geometric forms						X	
Form - ability to perceive pertinent detail in objects or in pictorial or graphic material; to make visual comparisons and discriminations and see slight differences in shapes and shadings of figures and widths and lengths of line						X	
CLERICAL (All apply in English)							
Ability to perceive pertinent detail in verbal or tabular material; to observe differences in copy, to proof-read words and numbers, and to avoid perceptual errors in arithmetic computation.						X	
DATA							
Synthesizing						X	
Coordinating						X	
Analyzing						X	
Compiling						X	

MILWAUKEE AREA TECHNICAL COLLEGE
School of Health Sciences
Essential Functions
for the
Medical Assistant Program

	Never	Sometimes 1-30%	Frequently 31-75%	Always 76-100%	Frequently is per: Day	Job Essential	
						Yes	No
Computing						X	
Copying						X	
Comparing						X	
PERSONAL TRAITS							
Ability to comprehend and follow instructions						X	
Ability to perform simple and repetitive tasks						X	
Ability to maintain a work pace appropriate to a given work load						X	
Ability to relate to other people beyond giving and receiving instructions						X	
Ability to influence people						X	
Ability to perform complex or varied tasks						X	
Ability to make generalizations, evaluations or decisions without immediate supervisor						X	
Ability to accept and carry out responsibility for direction, control and planning						X	
ENVIRONMENTAL FACTORS							
Works indoors						X	
Works outdoors						X	
Exposure to extreme hot or cold temp						X	

MILWAUKEE AREA TECHNICAL COLLEGE
School of Health Sciences
Essential Functions
for the
Medical Assistant Program

	Never	Sometimes 1-30%	Frequently 31-75%	Always 76-100%	Frequently is per: Day	Job Essential	
						Yes	No
Working at unprotected heights							X
Being around moving machinery						X	
Exposure to marked changes in temperature/humidity						X	
Exposure to dust, fumes, smoke, gases, odors, mists or other irritating particles (aerosol spray from equipment)						X	
Exposure to toxic or caustic chemicals						X	
Exposure to excessive noises							X
Exposure to radiation or electrical energy						X	
Exposure to solvents, grease, or oils						X	
Exposure to slippery or uneven walking surfaces							X
Working in confined spaces						X	
Using computer monitor (keyboard skills)						X	
Working with explosives						X	
Exposure to vibration							X
Exposure to flames or burning items autoclave (excessive heat)						X	
Works alone						X	
Works around others						X	
Works with others						X	
Exposure to Blood and Other Potentially Infectious Materials (OPIM)						X	

MILWAUKEE AREA TECHNICAL COLLEGE
School of Health Sciences
Essential Functions
for the
Medical Assistant Program

	Never	Sometimes 1-30%	Frequently 31-75%	Always 76-100%	Frequently is per: Day	Job Essential	
						Yes	No
SAFETY EQUIPMENT (REQUIRED TO WEAR)							
Safety glasses						X	
Face mask/face shield						X	
Ear plugs						X	
Hard hat							X
Protective clothing						X	
Protective gloves						X	

If you have any questions or wish to discuss further the essential functions required of this program, please call the Health Occupations Division Office at 414-297-6263.

MILWAUKEE AREA TECHNICAL COLLEGE
School of Health Sciences
Essential Functions
for the
Medical Assistant Program

_____ I have read and I understand the essential functions for this program.

_____ I have the ability to meet the essential functions as specified.

(Print Name of Program)

(Signed)

(Date)

The Americans with Disabilities Act (ADA) prohibits discrimination of persons with disabilities. In keeping with this law, MATC makes every effort to insure quality education for all students. It is our obligation to inform students of the essential functions necessary for this program and occupation.

Students requiring accommodation or special services to meet the essential functions of the program should contact the MATC Student Accommodation Services at any MATC campus.

_____ I require the following accommodations to meet the essential functions as specified and I have provided supporting documentation from my health care provider to the MATC Student Accommodation Services.

(Signed)

(Date)